



# Lake County

*JSEC Insider*

The Book of Questions:  
Business Politics and Ethics  
by Gregory Stock, PH.D.

#74

Presented with two applicants for a word processing job, would you hire the one who was friendly, attractive, and capable of doing an adequate job, or the one who was far more capable but had a sour disposition and was ugly?

## Tools from the Tool Kit: A Secret Weapon Exposed

As the labor market tightens, the battle for employees is becoming fierce: A best kept secret weapon that is being utilized for many start up and expanding employers is Job Service's webpage. Go online to our website: [www.employlakecounty.com](http://www.employlakecounty.com) and check out HR ToolKit under the Business Customer/ Employer Resources drop down. In it you'll find three main resources which address the employment life cycle: [The Hiring Process](#), [Hiring Tools](#), and [Catching and Releasing Talent](#). Each of these categories contains valuable information that assists in defining and outlining an efficient and healthy employment strategy in this war for talent.

## Lake County Job Fair is Back

It has been 5 years since our last job fair at Polson High School. This year, the job fair is back due to local employers' difficulty in finding qualified applicants. The low unemployment rate in Lake County has created a very competitive job market. In the past, the job fair was mainly for high school students where they would try out their newly acquired interviewing and soft skills with employers who were willing to donate their time. Some good hires would inevitably be a result. This year, with the co-sponsorship of the Polson Chamber of Commerce, our focus will be broader. The JSEC educational committee will give job skills presentations in the classroom a week before the fair. Completed applications, resume's and proper dress are required for student "admission" into the event. With the permission of the PHS Principal Rick Rafter, the fair has been opened up to the general public and has been advertised as such. The educational committee's hope is that this more open venue will serve as a barometer of success. With a positive employer response, we hope to take it to the next level and organize an all day event in a more neutral setting.

The job fair is on **Wednesday, April 25th from 2:00 - 6:00 PM in the Polson High School gymnasium**. Other county schools have been invited to participate. Remember it is open to the public! Thanks to committee members Michelle Cope, Karen Dellwo, and Shawna Croft as well as PHS counselors, Emily Peck and Sherry Jones for their time and assistance in this undertaking. If you have any questions or would like to participate, please call Todd Erickson at Lake County Job Service at 883-7885.

## Top 5 Employment Relationship Mistakes:

- Hiring fast, firing slow
- Not establishing a probation period.
- Not doing regular performance reviews with established rewards for good work or a disciplinary action process for poor work
- Not keeping personnel files up to date
- Not responding to unemployment claims



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## Retention Tips



Three most common retention tips offered by HR professionals in the SHRM-CareerJournal.com survey are: **Open communication, Opportunities to balance life, and Meaningful work.**

Other suggested tips include:

- ~ Offer an attractive, competitive, benefits package with components such as life insurance, disability insurance and flexible hours.
- ~ Provide opportunities for people to share their knowledge via training sessions, presentations, mentoring others
- ~ Demonstrate respect for employees at all times. Listen to them; use their ideas; never ridicule or shame them.
- ~ Offer performance feedback and praise good efforts and results.
- ~ People want to enjoy their work. Make work fun. Engage and employ the special talents of each individual.
- ~ Enable employees to balance work and life. Allow flexible starting times, core business hours and flexible ending times.
- ~ Involve employees in decisions that affect their jobs and the overall direction of the company whenever possible.
- ~ Recognize excellent performance, and especially, link pay to performance.
- ~ Base the upside of bonus potential on the success of both the employee and the company and make it limitless, within company parameters.
- ~ Provide opportunities within the company for cross-training and career progression. People like to know that they have room for career movement.
- ~ Provide the opportunity for career and personal growth through training and education, challenging assignments and more.
- ~ Communicate goals, roles and responsibilities so people know what is expected and feel like part of the process.

***Now that you have the list, why not work to make your organization one of the few, the best, that truly honor and appreciate employees. If you treat your employees wonderful, you will never lose them.***

### JSEC Representatives

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Mike Shoquist, Job Service Manager

To keep current on Wage & Hour laws; new available resources, new employer information, upcoming Work Shops; previous Newsletters: visit our website: [employlakecounty.com](http://employlakecounty.com) or call Todd Erickson, Business Advocate @ 406.883.7885 email: [toerickson@mt.gov](mailto:toerickson@mt.gov) Hours: Monday-Friday 9:00-2:30